

DIRECTOR, PURCHASING AND CONTRACTING
(Executive Management)

DEFINITION:

Under administrative direction to plan, direct, organize, and coordinate the activities of the Department of Purchasing and Contracting, and provide centralized purchasing and contracting, material management and property disposal services to County departments; and to perform related work as required.

DISTINGUISHING CHARACTERISTICS:

This is a one-position executive management class allocated to the Department of Purchasing and Contracting. The incumbent reports to a Deputy Chief Administrative Officer and is responsible for planning, directing and coordinating the activities involved in the purchase of goods and services for County departments, and centralized redistribution and disposal of surplus equipment, materials and recyclable salvage materials.

GENERAL DUTIES AND RESPONSIBILITIES:

Plans, directs, organizes, coordinates, and evaluates the activities that provide centralized purchasing, material management, and property disposal services to County departments; develops and implements countywide policy and procedures concerning purchasing, contracting, material management, and property disposal services; directs the preparation of purchasing and contracting policy manuals for County use; develops and implements purchasing and contracting programs; reviews and approves contracts of significant cost and scope; develops the department's annual budget and monitors revenue and expenditure transactions; conducts fiscal analysis and prepares cost projections; identifies operational problems and formulates appropriate solutions; prepares reports and correspondence; acts as liaison with other public and private agencies and provides information to County departments, the public, and agency representatives on purchasing and contracting activities; participates on review boards and committees; and supervises subordinate staff.

QUALIFICATION REQUIREMENTS:

Thorough Knowledge of:

- Principles and practices of purchasing, contracting, materials management, and property disposal.
- Laws, codes, regulations, and standards related to purchasing, contracting, and materials management.
- Contract negotiation and administration, government bidding, and purchasing procedures.
- Policy/procedure development and implementation related to the Department of Purchasing and Contracting.
- Principles and techniques of supervision and training.
- Principles and theory of public administration including general administration, human resource management, fiscal management, and accounting.
- The General Management System in principle and in practice.

Skills and Abilities to:

- Plan, organize, direct, and evaluate the overall activities of staff involved in purchasing, contracting, materials management, and property disposal.
- Coordinate purchasing and contracting services with County departments and public/private agencies.
- Ensure that division activities conform to purchasing and contracting laws and regulations.
- Review and approve contracts of significant cost and scope.
- Identify and resolve division operational problems.
- Prepare departmental budget and monitor revenues and expenditures.
- Prepare executive-level correspondence and reports.
- Supervise, train, and evaluate the work of subordinate staff.
- Prepare and give public presentations on the division's activities, functions, and issues.
- Establish and maintain effective working and diplomatic relations with staff, the public, and representatives from governmental, industry, media, and other agencies.

EDUCATION/EXPERIENCE:

Education, training, and/or experience, which demonstrate possession of the knowledge, skills and abilities listed above. An example of qualifying education/experience is: a bachelor's degree from an accredited college or university in public administration, business management, or a closely related field; AND, five (5) years of progressively responsible management or program administration experience.

SPECIAL NOTES, LICENSES, OR REQUIREMENTS:**License:**

A valid California Class C driver's license is required at the time of appointment, which must be maintained throughout employment in this class, or the ability to arrange transportation for field travel. Employees in this class may be required to use their personal vehicle.